

**TOWN OF DAVIE  
TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/797-1016

**PREPARED BY:** Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** All

**ITEM REQUEST:** Schedule for Council Meeting

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF KITTELSON & ASSOCIATES, INC. TO PROVIDE A LOCAL ROAD MASTER PLAN AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

**REPORT IN BRIEF:** The Town solicited competitive sealed proposals for providing a local road master plan. RFP documents were sent to twenty-six (26) prospective proposers. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received five (5) proposals. The selection committee short listed to the top three firms and invited the top three firms to make an oral presentation. Upon hearing the oral presentation from the three firms, the selection committee ranked the firms in order of preference. Therefore, the recommendation is for Kittelson & Associates, Inc. as the top ranked firm in accordance with the ranking totals attached hereto.

**PREVIOUS ACTIONS:** Not applicable.

**CONCURRENCES:** The firm of Kittelson & Associates, Inc. was chosen by the selection committee.

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

If yes, expected cost: To be negotiated with the highest ranked firm.

Account Name: Development Services-Contractual Services Account

Additional Comments: The negotiated contract will be submitted to the Town Council for approval at a future meeting date.

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Procurement Authorization, Selection Committee Rankings, and Incorporation information

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF KITTELSON & ASSOCIATES, INC. TO PROVIDE A LOCAL ROAD MASTER PLAN AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals to provide a local road master plan; and

WHEREAS, the selection committee has selected Kittelson & Associates, Inc. as the firm best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute a contract for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Kittelson & Associates, Inc. as the firm best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such services and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

\_\_\_\_\_

—

MAYOR/COUNCILMEMBER

Attest:

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TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

**ACCOUNT NUMBER.** 001-0403-515-0340 **BUDGET ITEM & DESCRIPTION** Road Master Plan **APPROXIMATE COST** \$50,000  
*D 60 SVCS - CONST. SVCS.*  
**METHOD OF PROCUREMENT (check the one that applies)**

- ☐ Open Competitive Bidding  
☐ Piggyback on Contract Number \_\_\_\_\_  
☐ Sole Source  
☒ Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed *Mo/Atty*  
 Department Head  
 Have Funds been Reserved REVN. 35840  
 Date 4/27/07 Signed *GA*  
 Signed *Gary Shum*  
 Town Administrator

BIDS SUBMITTED	
VENDOR	COST
<u>KITTELSON + ASSOCIATES, INC.</u>	<u>RANKED 1<sup>ST</sup></u>
<u>MILLER LEGG</u>	<u>RANKED 2<sup>ND</sup></u>
<u>MCMAHON TRANSPORTATION ENGINEERS &amp; PLANNERS</u>	<u>RANKED 3<sup>RD</sup></u>
<u>R. J. BEHAN &amp; COMPANY, INC.</u>	<u>NOT RANKED</u>
<u>URS</u>	<u>NOT RANKED</u>

Signed *Hub Hymen*  
 Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION	
Vendor	Cost
<u>KITTELSON + ASSOCIATES, INC.</u>	<u>RANKED 1<sup>ST</sup></u>

	A	B	C	D
1				
2			LOCAL ROAD	
3			MASTER PLAN	
4				
5				
6	COMMITTEE MEMBER	KITTELSON	MCMAHON	MILLER LEGG
7				
8				
9	R. MUNIZ	1	3	2
10	M. KUTNEY	1	2	3
11	L. PETERS	1	2	3
12	M. DIEZ	1	3	2
13	M. NOLAN	1	3	2
14	H. HYMAN	1	3	2
15				
16	TOTAL	6	16	14
17				
18	RANKING	1st	3rd	2nd

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## Detail by Entity Name

### Foreign Profit Corporation

KITTELSON &amp; ASSOCIATES, INC.

### Filing Information

**Document Number** F96000002547  
**FEI Number** 930964447  
**Date Filed** 05/21/1996  
**State** OR  
**Status** ACTIVE  
**Effective Date** NONE

### Principal Address

610 SW ALDER ST #700  
PORTLAND OR 97205

### Mailing Address

610 SW ALDER ST #700  
PORTLAND OR 97205

### Registered Agent Name & Address

ZEGEER, JOHN D  
110 EAST BROWARD BLVD, SUITE 2410  
FT LAUDERDALE FL 33301 US

Address Changed: 11/25/2002

### Officer/Director Detail

#### **Name & Address**

Title DCP

KITTELSON, WAYNE K  
9075 SW PINEBROOK  
TIGARD OR 97224

Title ST

KITTELSON, JANICE R  
9075 SW PINEBROOK  
TIGARD OR 97224

Title DIR

ZEGEER, JOHN D  
7207 NW 43RD STREET  
CORAL SPRING FL 33306

Title DIR

VANDEHEY, MARK A  
7568 SW ASHFORD STREET  
TIGARD OR 97224

### **Annual Reports**

#### **Report Year Filed Date**

<b>2005</b>	01/05/2005
<b>2006</b>	01/17/2006
<b>2007</b>	01/08/2007

### **Document Images**

[01/08/2007 -- ANNUAL REPORT](#)  
[01/17/2006 -- ANNUAL REPORT](#)  
[01/05/2005 -- ANNUAL REPORT](#)  
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[05/12/1998 -- ANNUAL REPORT](#)  
[05/08/1997 -- ANNUAL REPORT](#)

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ORIGINAL

**W-9**  
Form  
(Rev. January 2005)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)  
**Kittelson & Associates, Inc.**

Business name, if different from above  
**Kittelson & Associates**

Check appropriate box: ☐ Individual/  
Sole proprietor ☒ Corporation ☐ Partnership ☐ Other ☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)  
**610 S.W. Alder Street, Suite 700**

City, state, and ZIP code  
**Portland, OR 97205**

List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
9	3	0	9	6	4	4	7	

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here** Signature of U.S. person Kathleen W. Juelberg Date 7/31/07

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

## Vendor/Bidder Disclosure

**ORIGINAL**

I, Lawrence A VanDyke being first duly sworn state that:  
The full legal name and business address of the person(s) or entity contracting with the  
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: KITTELSON & Associates, INC

Address: 110 E. Broward Blvd  
Ft. Lauderdale, FL 33301  
93-0964447

FEIN

State and date of incorporation OREGON, 1985

## OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
Schedule Attached		%
		%
		%
		%

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address

From:

07/30/2007 10:42

#652 P.004/004

By: *Lawrence A. Van Dyke*  
Signature of Affiant  
Lawrence A Van Dyke  
Print Name

Date: 7/31/07

**ORIGINAL**

SUBSCRIBED AND SWORN TO or affirmed before me this 31<sup>st</sup> day of  
July 2007, by Lawrence A Van Dyke, he/she is  
personally known to me or has presented \_\_\_\_\_ as  
identification.



*L. Maree*  
Notary Public, State of ~~Florida~~ at Large  
Oregon

Print or Stamp of Notary

387837

Serial Number

My Commission Expires: 12/19/08

ORIGINAL

KITTELSON & ASSOCIATES, INC.  
TRANSPORTATION ENGINEERING/PLANNING

KAI Owners - July 2007

Full Legal Name	Address	Ownership
Wayne K. Kittelson	610 SW Alder St., Ste. 700, Portland, OR 97205	55%
Mark A. Vandehey	610 SW Alder St., Ste. 700, Portland, OR 97205	5%
John D. Zenger	110 E. Broward Blvd., Ste. 2410, Ft. Lauderdale, FL 33301	5%
Edward J. Myers	36 S Charles St., Ste. 1920, Baltimore, MD 21201	5%
John F. Ringert	101 S Capitol Blvd., Ste. 301, Boise, ID 83702	5%
Marc A. Butorac	610 SW Alder St., Ste. 700, Portland, OR 97205	5%
Julia A. Kuhn Butorac	610 SW Alder St., Ste. 700, Portland, OR 97205	5%
Brian L. Ray	610 SW Alder St., Ste. 700, Portland, OR 97205	5%
Elizabeth A. Wemple	610 SW Alder St., Ste. 700, Portland, OR 97205	5%
Cristopher L. Brehmer	610 SW Alder St., Ste. 700, Portland, OR 97205	5%